***USM AOP Board Meeting***

*June 7, 2021*

1. **Call to Order and Roll Call-** 10:30 a.m.
2. **Recognition of Guests-none**
3. **Adoption of Agenda-**no motion made
4. **Approval of Minutes**- last minutes will be sent out via email.
5. **Inspiration** (Valerie Craig)
6. **Communications** (Jennifer Lewis)-none
7. **Reports of Officers/Committee Chairmen** (not addressed)
8. **Old Business**
   1. **Trip to Coast**
      1. Week of the 19th
      2. Thursday July 22nd.
      3. Mary will get back to us with additional info.
   2. **Awards- June 17th**
      1. Go over at 9 a.m. set up the tables and set up centerpieces.
      2. Troy will do scrapbook and PowerPoint presentation with photos.
      3. AOP logo will be used a backdrop for pictures.
      4. Put the presentation when we need to get to the next item.
      5. Only use slide show when people walk in and when eating.
      6. **Discussed what time to hold awards.** 
         1. Intro at 11 a.m.
         2. Give both the Admin and Office Professional Awards first as presented by Cindy.
         3. Eating
         4. AOP certificates and Awards
      7. **Food for Member Appreciation** 
         1. Selected Crescent City.
         2. Joyce sending out survey for RSVP before we set the menu.
            1. Deadline to respond is the 10th of this month.
         3. Info will be relayed to Katie as to what to order.
         4. $15.00 per person budget.
            1. Cindy stated it would be okay per our budget.
         5. Katie will order and pick up items.
      8. **Office Professional and Admin Award**
         1. Contact David Tisdale afterwards to announce
         2. Post on social media and website
         3. Reach out to fill out form for MAEOP award for following year
9. **New Business-** none
10. **Adjournment** at 11:08 a.m.